



Job Description

Post Title:	Head of Department: History
Purpose:	<ul style="list-style-type: none">• To raise standards of pupil attainment and achievement within the History Department and to monitor and support pupil progress.• To be accountable for pupil progress and development within the curriculum area.• To develop and enhance the teaching practice of others.• To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school• To be accountable for leading, managing and developing the curriculum area.• To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum provision.
Reporting to:	Specific Leadership Group line manager.
Responsible for:	All teaching staff and other relevant personnel within the department.
Salary:	MPS/UPS plus TLR2b £4,397
Liaising with:	Senior Leadership Team, other Heads of Department, Pupil Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA, the Pioneers Trust, staff and parents.
Knowledge and Experience:	<ul style="list-style-type: none">• Degree or other appropriate qualification.• Successful leadership experience.• Excellent knowledge of the subject and its curriculum applications.• Successful experience in achieving good outcomes for a wide range of pupils.
Competencies:	<ul style="list-style-type: none">• Holding people accountable: the ability to identify, confront and challenge poor performance.• Drive for improvement: the ability to set realistic, but challenging targets and devise/lead the means by which to achieve them.• Challenge and support: the ability to identify and implement the best possible provision and means of improvement.• Impact and influence: the ability to analyse situations, initiatives and activities and calculate impact.• Flexibility: adaptability under pressure, changed circumstances or for identified need.

Principal Accountabilities:	<ul style="list-style-type: none"> • To agree, monitor and evaluate pupil progress targets within the subject so as to make a measurable contribution to whole school targets, including progress against National Benchmarks. • To lead the development of appropriate and high quality syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department. • The day-to-day management, control and operation of course and extra-curricular provision within the department, including effective deployment of staff and physical resources. • To ensure that equipment, resources and facilities are maintained for safe, effective usage. • To actively monitor and follow up pupil progress. • To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc. • To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the school. • To lead and manage the strategic planning for the department, and to ensure that the planning activities of the department reflect the needs of pupils within the subject area, Pioneers Trust and the aims and objectives of the School. • To direct and link with the appropriate colleagues to ensure that the work in the curriculum area fully reflects the School's standards, distinctive ethos and statement of values. • To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Co-ordinators. • To review and report at least annually on the standards of leadership, teaching and learning within the department, consistent with the procedures in the school self-evaluation policy. • To report regularly to SLT and annually to the Governors on the progress and achievements of the department.
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Performance standards:	<ul style="list-style-type: none"> • To ensure the effective operation of quality control systems and self-evaluation, using the school's self-evaluation processes. • To establish the process of the setting of targets within the department and to ensure their achievement. • To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department. • To contribute to the school procedures for lesson observation. • To implement school quality procedures and to ensure adherence to those within the department. • To monitor and evaluate the curriculum area/department in line with agreed School procedures including evaluation against quality standards and performance criteria. • To meet all professional standards, commensurate with the responsibility. • The ability to converse at ease with customers and service users and
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	provide advice in accurate spoken English
Curriculum Provision:	<ul style="list-style-type: none"> To liaise with the Deputy Head: Curriculum to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Self-Evaluation. To be accountable for the development and delivery of all relevant subjects and examinations with special reference to KS3 and 4.

Curriculum Development:	<ul style="list-style-type: none"> To lead curriculum development for the whole department. To keep up to date with national developments in the subject area and teaching practice and methodology. To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. To liaise with SLT to maintain accreditation with the relevant examination and validating bodies. To ensure that the development of all relevant subjects is in line with national developments.
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<u>Staffing</u> Staff Development: Recruitment/ Deployment of Staff:	<ul style="list-style-type: none"> To work with the relevant line manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. To be responsible for the efficient and effective deployment of the Department's support staff. To undertake Appraisal Review(s) and to act as reviewer for a group of staff within the department. To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department. To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. To promote teamwork and to motivate staff to ensure effective working relations. To participate in the school's ITT programme as required. To be responsible for the day-to-day leadership of staff within the department and act as a positive role model.
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	<ul style="list-style-type: none"> To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Pioneers Trust.
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Management of Resources:	<ul style="list-style-type: none"> To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, managing the requisitioning, organising and maintaining of equipment and stock, and keeping appropriate records. To work with SLT in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.
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Pastoral System:	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of pupils within the department. • To monitor pupil attendance together with pupils' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description. • To contribute to PSHCE, citizenship and enterprise according to school policy. • To ensure the Behaviour Management system is implemented in the department so that effective learning can take place. • To engage in relevant duties to ensure the health and safety of students.
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Teaching:	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
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Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive ethos and statement of values and to encourage and ensure staff and pupils to follow this example.
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The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed:	(Post holder)
Date:	
Signed:	(Headteacher)
Date:	